



BI Reporting Job Aid

Position Eligibility Settings

Welcome State of North Carolina Employees

NCID *
Password *

For human resources, payroll or BEACON system assistance, call 919-707-0707 in the Raleigh area, or 1-866-NCBEST4U (866-622-3784) statewide, from 8 a.m. to 5 p.m., Monday through Friday.

For NCID assistance, contact your agency's NCID administrator, or to reset your NCID password visit, <https://ncid.nc.gov>.

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1. Access the BEACON Portal.
2. Click on the **Reports Tab**.



3. Click on **Organization Mgmt**.



BI Reporting Job Aid

Position Eligibility Settings

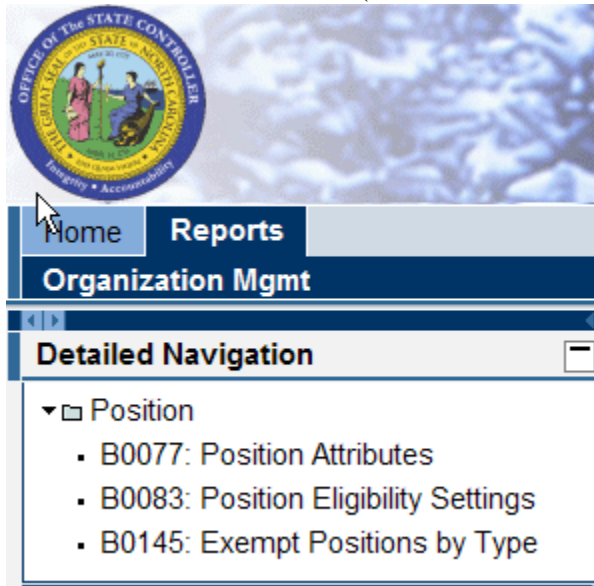




BI Reporting Job Aid

Position Eligibility Settings

4. Click on **Position** folder (click on the black arrow to expand folder).



5. Click on **B0083 Position Eligibility Settings** report.



BI Reporting Job Aid

Position Eligibility Settings

Variable Entry

Available Variants:

Variable	Current Selection	Description
OrgUnit Hierarchy (Mandatory) (*)	<input type="text"/>	
Calendar Month/Year (Single Value, Mandatory) (*)	<input type="text"/>	
Job Family(s) (Optional)	<input type="text"/>	
Job Branch(s) (Optional)	<input type="text"/>	
Job(s) (Optional)	<input type="text"/>	
Position(s) (Optional)	<input type="text"/>	
Employee(s) PersNo. (Optional)	<input type="text"/>	

Done Trusted sites 100%



BI Reporting Job Aid

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6. Enter an **Org Unit Hierarchy** and a **Calendar Month/Year** by clicking on the icon.

NOTE: As an option, you may select one or more Job Families, Job Branches, Jobs, Positions or Employees to narrow the selection criteria. You can also filter the report after it is displayed. This will be displayed later in the document.

NOTE: The report will only return the data for which you have security to view.

OSC/BEACON Employee Portal - Windows Internet Explorer provided by OSC

https://qas-mybeacon.its.state.nc.us/irj/servlet/prt/portal/prteventname/Na

File Edit View Favorites Tools Help Links OSC Links CorporateTime for the Web 3.1 Sign in Customize Links

OSC/BEACON Employee Portal

Variable Entry

Available Variants: Save Save As... Delete

Variable	Current Selection	Description
OrgUnit Hierarchy (Mandatory) (*)	+20006406(00RGUNIT)	COR SO DS2 PRI DIR AS 20006406
Calendar Month/Year (Single Value, Mandatory) (*)	05/2008	
Job Family(s) (Optional)		
Job Branch(s) (Optional)		
Job(s) (Optional)		
Position(s) (Optional)		
Employee(s) PersNo. (Optional)		

OK Check

7. Click the **OK** button and wait for report to be displayed.



BI Reporting Job Aid Position Eligibility Settings

Business area	Org Unit	Position	PMIS 15-Digit Positi
Commerce	20009910 COM TRV&FLM TRVL WELCOME CNTRS I40	60000001 General Utility Worker	461800000018111
Commerce	20009959 COM Community Assistance	60000002 Office Assistant IV	462700000027222
Correction	20006821 COR SO DS2 PRI W Mtnv CS C/O	60000003 Correctional Officer	454000000059333
Correction	20012821 COR SO DS2 PRI S MC CS HSA DN SB SA	60000004 Registered Nurse	454000000038444
DENR	20003279 ENR SO ASNR DMF DO DDO FISH CO Elz City	60000005 Marine Fisheries Technician II	430800000008555
DENR	20003700 ENR SO ASEN DWM DO Administration	60000006 Receptionist/switchb Operator	432400000024666
DENR	20012484 ENR SO ASNR DMF DO CPO PIO	60000007 Public Information Assistant IV	430800000008777
Dept of Administration	20001547 ADMIN SO FISCAL MGT Gen Acct	60000008 Data Processing Assistant II	411804040000888
Dept of Administration	20001560 ADMIN DS VETERANS AFFAIRS CEM Black Mntn	60000009 Facility Maintenace Tech - Mech Trades	412700000007999
Dept of Transportation	20002534 DOT DOH L&S WILSON	60000010 Transportation Technical Aide II	425003050201010

The B0083 report will display all positions within the selected Org Unit(s) which match the selection criteria.

NOTE: The next four screens include samples of the data provided if you scroll to the right.

Employee	Employee Name	Supervising Position	Supervising Employee	Employee Subgroup	Work Schedule Rule
12	MOUSE, MICKEY	66666616 Manager/certified Travel Counselor	999 Bugs Bunny	PT S-FLSAOT Perm	D17N06GN
34	MOUSE, MINNIE	66666667 Administrative Officer II	888 Daffy Duck	PT S-FLSAOT Perm	D15N04GN
56	PLUTO	66666668 Asst Corr Supt For Cust & Oper III	777 Elmer Fudd	FT S-FLSAOT Perm	E01N08GN
78	GOOFY	66666669 Nurse (RN) Supervisor I	555 Road Runner	FT S-FLSAOT Perm	D01N08GN
910	DUCK, DONALD	66666610 Marine Fisheries Biologist I	444 Wyle E. Coyote	FT S-FLSAOT Prob	D01N08GN
1112	DUCK, DAISY	66666611 Budget Officer	333 Porky Pig	PT S-FLSAOT Perm	D23NVA02
1314	BIRD, TWEETY	66666612 Information & Communication Specialist I	222 Petunia Pig	FT S-FLSAOT Perm	D01N08GN
1516	CAT, SYLVESTER	66666613 Accountant III	111 Foghorn Leghorn	PT S-FLSAOT Perm	D01N08GN
1718	DISNEY, WALT	66666614 Administrative Assistant II	007 Warner Bros	FT S-FLSAOT Perm	D01N08GN
1920	DISNEY, WINNIE	66666615 Not assigned	008 Webster Bros	Not assigned	#



BI Reporting Job Aid Position Eligibility Settings

Working Week	EE Time Mngt. Status	EE Hours Per Week	Pos Hours per Week	Position	PersSubArea	OT Elig	OT Immed Payout	OT Payout Pd
06 Wk - Sat (mdnt) - Fri	1 - Positive Time Recording	30.00	30.00	4301/NC01	7day Norm	X	#	365
07 Wk - Sun (mdnt) - Sat	1 - Positive Time Recording	20.00	40.00	4301/NC01	7day Norm	X	#	365
20 28 - DOC	1 - Positive Time Recording	40.00	40.00	4201/NC01	7day Norm	X	X	#
07 Wk - Sun (mdnt) - Sat	1 - Positive Time Recording	40.00	40.00	4201/NC01	7day Norm	X	#	30
06 Wk - Sat (mdnt) - Fri	1 - Positive Time Recording	40.00	40.00	1601/NC01	7day Norm	X	#	365
06 Wk - Sat (mdnt) - Fri	1 - Positive Time Recording	20.00	40.00	1601/NC01	7day Norm	X	X	#
06 Wk - Sat (mdnt) - Fri	1 - Positive Time Recording	40.00	40.00	1601/NC01	7day Norm	X	#	365
07 Wk - Sun (mdnt) - Sat	1 - Positive Time Recording	26.00	40.00	1301/NC01	7day Norm	X	#	365
07 Wk - Sun (mdnt) - Sat	1 - Positive Time Recording	40.00	40.00	1301/NC01	7day Norm	X	X	#
# Not assigned	0 - No time evaluation	#	40.00	1501/NC08	7day Interface	X	#	365

Hol Elig	Hol Immed Payout	Hol Payout Pd	Hol Prem Elig	Holiday Prem Rate	NS Prem	NS Prem Rate	E Shift Prem Elig	E Shift Prem Rate	Wknd Shift Prem Elig	Wknd Shift Prem Rate
X	#	365	X	0.50	#	0.00	#	0.00	#	0.00
X	#	365	X	0.50	#	0.00	#	0.00	#	0.00
X	#	365	X	0.75	X	0.10	X	0.10	X	0.10
X	#	365	X	0.50	X	0.20	X	0.15	X	0.10
X	X	#	X	0.50	#	0.00	#	0.00	#	0.00
X	#	365	X	0.50	#	0.00	#	0.00	#	0.00
X	X	#	X	0.50	#	0.00	#	0.00	X	0.00
X	#	365	X	0.50	X	0.10	X	0.20	#	0.00
X	#	365	X	0.50	#	0.00	#	0.00	X	0.10
X	X	#	X	0.50	#	0.00	#	0.00	#	0.00



BI Reporting Job Aid Position Eligibility Settings

								Calendar Year/Month	AUG 2009
On Call Elig	On Call Comp Accr	On Call Rate	Call Back Elig	Call Back Accr	Extended Duty Eligib	Extended Duty Rate	Gap Hours Eligibility	Gap Hrs Payout Pd	Number of Positions
#	#	0.00	#	#	#	0.86	X	365	1.00
X	#	0.00	#	#	X	0.00	X	30	1.00
#	X	0.00	X	X	#	0.94	X	365	1.00
#	X	0.00	X	#	#	0.00	X	365	1.00
X	#	0.00	#	X	#	0.11	X	365	1.00
#	#	0.00	#	#	X	0.00	X	365	1.00
X	#	0.00	#	#	#	0.00	X	30	1.00
#	X	0.00	X	#	#	0.00	X	365	1.00
#	#	0.00	#	X	#	0.75	X	365	1.00
#	#	0.00	#	#	X	0.00	X	365	1.00

Moving a column on the report using drag and drop functionality

B0063: Position Eligibility Settings

Display As: Table Information Print Version Export to Excel

Columns	Business area	Org Unit	Supervising Employee	Position	PMIS 15-Digit Posti	Employee	Employee Name	Supervising Position	Employee
<ul style="list-style-type: none"> Calendar Year/Month Key Figures Business area Org Unit Supervising Employee Position PMIS 15-Digit Posti Employee Employee Name Supervising Position Employee Subgroup Work Schedule Rule Working Week EE Time Mngt. Status Personnel Subarea OT Elig OT Immed Payout OT Payout Pd Hol Elig Hol Immed Payout Hol Payout Pd Hol Prem Rate NS Prem Rate NS Prem Rate E Shift Prem Rate E Shift Prem Rate 	Correction	20006406	COR SO DS2 PRI DIR AS	899609 James B Bennett 1276015 N Wayne True	60056868 Budget Analyst II 454000000010039 Technology Support Analyst 60056905 Technology Support Analyst 454000000010063 Technology Support Analyst 60064407 Correctional Planner II 454011000011004	454000000010005 418941 841568 1441859	TRUE, N MOULD, WILLIAM CUMMINGS, JUDY PRICE, CHARLOTTE	60056867 000000010002 60056868 000000010005 60056868 000000010005 60056868 000000010005	FT N-FL5 FT S-FL5 FT S-FL5 FT N-FL5
		20006412	COR SO DS2 PRI DIR AS BO Training Instr	620233 Brenda F Smith 1475872 Donna Mae Gaa	60056888 Correction Training Instructor II 454000000010037 Information Processing Technician 60056877 Correction Training Specialist II 454000000010024 Correction Training Specialist II 60056897 Correction Training Specialist II 454000000010047 Correction Training Specialist II 60056901 Correction Training Specialist II 454000000010053 Correction Training Specialist II 60073261 Correction Training Specialist II 454040503653038	1475872 1245791 1072248 1412587 439244 1268415	GAA, DONNA ADCOCK, LYNNE DENTON, MARTHA BRYAN, LARRY GARLAND, SHAWN WILLIAMSON, KELLY	60056892 000000010118 60056888 000000010037 60056888 000000010037 60056888 000000010037 60056888 000000010037 60056888 000000010037 60056888 000000010037	FT N-FL5 FT S-FL5 FT S-FL5 FT N-FL5 FT N-FL5 FT N-FL5 FT N-FL5
		20006413	COR SO DS2 PRI DIR AS BO AS	620233 Brenda F Smith 700407 Sylvia E Creech	60056889 Accounting Specialist II 60056874 Accounting Clerk V 60064438 Accounting Technician II 454013000013008	454000000010036 587015 1276170	CREECH, SYLVIA HOCUTT, MARLENE HORRELL, BENJAMIN	60056925 000000010118 60056889 000000010038 60056889 000000010038	FT N-FL5 FT S-FL5 FT S-FL5
		20006420	COR SO DS2 PRI DIR AS BO AS Acctg Tech	700407 Sylvia E Creech 854207 Barbara Michelle Yarbrough	60056919 Accounting Technician IV 60064962 Accounting Clerk IV 454020200022003	854207 1677382	YARBROUGH, BARBARA HUNTER, BETHANY	60056889 000000010038 60056919 000000010093	FT S-FL5 FT S-FL5
		20006421	COR SO DS2 PRI DIR AS BO	620233 Brenda F Smith	60056923 Administrative Officer I 454030100030075 Office Assistant V 60072829 Personnel Assistant IV 454040403550242	788130 1002079 480560	ROBERTS, LUANN JOHNSON, ANN HEAD, MARY	60056925 000000010118 60056925 000000010118 60056925 000000010118	FT N-FL5 FT S-FL5 FT S-FL5
		20007656	COR SO DS2 PRI DIR AS Tech Supp Analyst	1276015 N Wayne True 847830 Scott Eton Perce	60056925 Business Officer II 60056886 Technology Support Analyst 60056899 Technology Support Analyst 454000000010048 60064586 Technology Support Analyst 454015000015031	620233 475275 1314536 847830	SMITH, BRENDA HIRT, TROY MURPHY, MICHAEL PERCE, SCOTT	60056886 000000010005 60064586 015000015031 60064586 015000015031 60056868 000000010005	FT N-FL5 FT S-FL5 FT S-FL5 FT N-FL5
Overall Result									

1. Click on the column heading and drag it to the position on the report to where you want it

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(watch for the dark black line), then let go of the mouse button. In this example we will drag the Supervising Employee field to the right of the Supervising Position field.

[illegible]

Notice that now the Supervisor Position, Supervising Employee, Employee and Employee Name have all been moved to the left. Now this report is sorted by Supervisors and their direct reports, within Org Unit.

The report now serves as a Supervisor/Reporting Relationships report.

[illegible]



- [illegible]

- Page 1 of 16



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[illegible]

- Click on the  next to the value “X” to select only the positions that are eligible.
- Click the  button.



5. Click OK.

June 17, 2008



BI Reporting Job Aid Position Eligibility Settings

B0083: Position Eligibility Settings

Display As

Table

Information	Print Version	Export to Excel
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Columns

Calendar Year/Month

Key Figures

Business area

Org Unit

Position

PMIS 15-Digit Post

Employee

Employee Name

Supervising Position

Supervising Employee

Employee Subgroup

Work Schedule Rule

Working Week

EE Time Mngt. Status

Personnel Subarea

OT Elig

OT Inmed Payout

OT Payout Pd

Hol Elig

Hol Inmed Payout

Hol Payout Pd

Hol Prem Elig

Holiday Prem Rate

NS Prem Elig

NS Prem Rate

E Shift Prem Elig

E Shift Prem Rate

Wknd Shift Prem Elig

Wknd Shift Prem Rate

On Call Elig

On Call Comp Accr

On Call Rate

Call Back Elig

Call Back Accr

Business area	Org Unit	Position	PMIS 15-Digit Post	Employee	Employee Name	Supervising Position	Supervising Employee	Employee Subgroup	Work Schedule Rule	Working Week					
Correction	20000412	COR SO D52 PRI DIR AS BO Training Instr	60056877	Information Processing Technician	45400000010023	1245791	ADCOCK, LYNN	60056888	000000010037	1475872	Donna Mae Gaa	FT S-FLSADT Perm	D01N050N	07	Wk -
Overall Result															

Now the report only shows a position that is eligible for evening shift premium.

[Filter Settings](#)

OT Payout Pd	Hol Elig	Hol Inmed Payout	Hol Payout Pd	Hol Prem Elig	Holiday Prem Rate	NS Prem Elig	NS Prem Rate	E Shift Prem Elig	E Shift Prem Rate	Wknd Shift Prem Elig	Wknd Shift Prem Rate	On Call Elig	On Call Comp Accr	On Call Rate	Call Back Elig	Call Back Accr	Calendar Year/Month
30	X	#	365	X	0.50	#	0.00	X	0.10	#	0.00	#	#	0.00	X	#	

This same technique can be used to filter the values for other columns on the report.

To go back one step

[Filter Settings](#)

Hol Payout Pd	Hol Prem Elig	Holiday Prem Rate	NS Prem	Back	Back One Navigation Step	Prem Rate	Wknd Shift P
365	X	0.50	#	Change Drilldown	Back to Start		
				Broadcast and Export	X	0.10	#
				Properties			
				Exceptions			

1. Right-click within the **light blue portion** of the report (not the dark blue area).
2. Click on **Back > Back One Navigation Step**. This will cause the report to revert back to how it looked before the filter was set.



BI Reporting Job Aid

Position Eligibility Settings

00003: Position Eligibility Settings

Display As:

Table

Information

Print Version

Export to Excel

▼ Columns

Calendar Year/month

Key Figures

▼ Rows

Business area

Org Unit

Position

PMS 15-Digit Posn

Employee

Employee Name

Supervising Position

Supervising Employee

Employee Subgroup

Work Schedule

Correction	20006406	COR SO DS2 PR DIR AS	60055665	Budget Analyst II	454000000010005	1276015	TRUE, N	60055667	000000010002	899609	James B Bennett	PT N-FLSAOT Perm	D02N10_M
			60055690	Technology Support Analyst	454000000010039	418941	MOULD, WILLIAM	60055698	000000010005	1276015	N Wayne True	FT S-FLSAOT Perm	D02N10_F
			60055695	Technology Support Analyst	454000000010063	841568	CUMMINGS, JUDY	60055698	000000010005	1276015	N Wayne True	FT S-FLSAOT Perm	D02N10_M
			60064407	Correctional Planner II	454011000011004	1441859	PRICE, CHARLOTTE	60055698	000000010005	1276015	N Wayne True	FT N-FLSAOT Perm	D01N08ON
	20006412	COR SO DS2 PR DIR AS BO Training Instr	60055677	Information Processing Technician	454000000010023	1245791	ADCOCK, LYNNE	60055698	000000010037	1475872	Donna Mae Gaa	FT S-FLSAOT Perm	D01N08ON
			60055678	Correction Training Specialist II	454000000010024	1072248	DENTON, MARTHA	60055698	000000010037	1475872	Donna Mae Gaa	FT N-FLSAOT Perm	D02N10_F
			60055685	Correction Training Instructor II	454000000010037	1475872	GAA, DONNA	60055695	000000010118	820233	Brenda F Smith	FT N-FLSAOT Perm	D02N10_M
			60055697	Correction Training Specialist II	454000000010047	1412587	BRYAN, LARRY	60055698	000000010037	1475872	Donna Mae Gaa	FT N-FLSAOT Perm	D02N10_F
			60055691	Correction Training Specialist II	454000000010053	439244	GARLAND, SHAWN	60055688	000000010037	1475872	Donna Mae Gaa	FT N-FLSAOT Perm	D01N08ON
	20006413	COR SO DS2 PR DIR AS BO AS	60073201	Correction Training Specialist II	454040502052038	1266415	WILLIAMSON, KELLY	60055688	000000010037	1475872	Donna Mae Gaa	FT N-FLSAOT Perm	D02N10_F
			60055674	Accounting Clerk V	454000000010020	587015	HOCUTT, MARLENE	60055689	000000010038	700407	Sylvia E Creech	FT S-FLSAOT Perm	D02N10_F
			60055689	Accounting Specialist II	454000000010038	700407	CREECH, SYLVIA	60055692	000000010118	820233	Brenda F Smith	FT N-FLSAOT Perm	D02N10_F
			60064438	Accounting Technician II	454013000011008	1276170	HORRELL, BENJAMIN	60055689	000000010038	700407	Sylvia E Creech	FT S-FLSAOT Perm	D02N10_M
	20006420	COR SO DS2 PR DIR AS BO AS Acctg Tech	60055619	Accounting Technician IV	454000000010093	854207	YARBROUGH, BARBARA	60055689	000000010038	700407	Sylvia E Creech	FT S-FLSAOT Perm	D01N08ON

Now the report is back to the way it looked prior to applying the filter.

00003: Position Eligibility Settings														
Display As: <div><div>Table</div><div>Information</div><div>Print Version</div><div>Export to Excel</div></div>														



BI Reporting Job Aid

Position Eligibility Settings

Additional Filtering Options

Last Data Update: 06/05/2008 16:05:49

Last Refreshed: 06/16/2008 23:02:58

Filter Settings

Rule	Working Week	EE Time Mngt. Status	Personnel Subarea	OT Elig	OT Immed Payout	OT Payout Pd	Hol Elig	Hol Immed Payout	Hol Payout Pd	Hol Prem Elig	Holiday Prem Rate	NS Prem Elig	
07	Wk - Sun (mdnt) - Sat	1 - Positive Time Recording	4201/NC01	7day Norm	X	#	365	X	#	365	X	0.50	#
07	Wk - Sun (mdnt) - Sat	1 - Positive Time Recording	4201/NC01	7day Norm	X	#	30	X	#	365	X	0.50	#
07	Wk - Sun (mdnt) - Sat	1 - Positive Time Recording	4201/NC01	7day Norm	X	#	30	X	#	365	X	0.50	#
07	Wk - Sun (mdnt) - Sat	1 - Positive Time Recording	4201/NC01	7day Norm	X	#	365	X	#	365	X	0.50	#
07	Wk - Sun (mdnt) - Sat	1 - Positive Time Recording	4201/NC01	7day Norm	X	#	30	X	#	365	X	0.50	#
07	Wk - Sun (mdnt) - Sat	1 - Positive Time Recording	4201/NC01	7day Norm	X	#	365	X	#	365	X	0.50	#
07	Wk - Sun (mdnt) - Sat	1 - Positive Time Recording	4201/NC01	7day Norm	X	#	365	X	#	365	X	0.50	#
07	Wk - Sun (mdnt) - Sat	1 - Positive Time Recording	4201/NC01	7day Norm	X	#	365	X	#	365	X	0.50	#
07	Wk - Sun (mdnt) - Sat	1 - Positive Time Recording	4201/NC01	7day Norm	X	#	30	X	#	365	X	0.50	#
07	Wk - Sun (mdnt) - Sat	1 - Positive Time Recording	4201/NC01	7day Norm	X	#	30	X	#	365	X	0.50	#
07	Wk - Sun (mdnt) - Sat	1 - Positive Time Recording	4201/NC01	7day Norm	X	#	365	X	#	365	X	0.50	#
07	Wk - Sun (mdnt) - Sat	1 - Positive Time Recording	4201/NC01	7day Norm	X	#	365	X	#	365	X	0.50	#
07	Wk - Sun (mdnt) - Sat	1 - Positive Time Recording	4201/NC01	7day Norm	X	#	30	X	#	365	X	0.50	#
07	Wk - Sun (mdnt) - Sat	1 - Positive Time Recording	4201/NC01	7day Norm	X	#	365	X	#	365	X	0.50	#
07	Wk - Sun (mdnt) - Sat	1 - Positive Time Recording	4201/NC01	7day Norm	X	#	30	X	#	365	X	0.50	#
07	Wk - Sun (mdnt) - Sat	1 - Positive Time Recording	4201/NC01	7day Norm	X	#	30	X	#	365	X	0.50	#
07	Wk - Sun (mdnt) - Sat	1 - Positive Time Recording	4201/NC01	7day Norm	X	#	365	X	#	365	X	0.50	#
07	Wk - Sun (mdnt) - Sat	1 - Positive Time Recording	4201/NC01	7day Norm	X	#	30	X	#	365	X	0.50	#
07	Wk - Sun (mdnt) - Sat	1 - Positive Time Recording	4201/NC01	7day Norm	X	#	30	X	#	365	X	0.50	#
07	Wk - Sun (mdnt) - Sat	1 - Positive Time Recording	4201/NC01	7day Norm	X	#	30	X	#	365	X	0.50	#
07	Wk - Sun (mdnt) - Sat	1 - Positive Time Recording	4201/NC01	7day Norm	X	#	30	X	#	365	X	0.50	#
07	Wk - Sun (mdnt) - Sat	1 - Positive Time Recording	4201/NC01	7day Norm	X	#	365	X	#	365	X	0.50	#
07	Wk - Sun (mdnt) - Sat	1 - Positive Time Recording	4201/NC01	7day Norm	X	#	30	X	#	365	X	0.50	#
07	Wk - Sun (mdnt) - Sat	1 - Positive Time Recording	4201/NC01	7day Norm	X	#	365	X	#	365	X	0.50	#

1. Click on the **Filter** link at the top of screen (Scroll over to the right if you do not see it).



BI Reporting Job Aid

Position Eligibility Settings

B0083: Position Eligibility Settings

Display As

To adjust filter area, drag characteristics from navigation area into filter area

Addl. Center Ref.: <input type="button" value="Show All Values"/>	Business area: <input type="button" value="Show All Values"/>	Calendar Year/Month: <input type="button" value="Show All Values"/>
Call Back Accr: <input type="button" value="Show All Values"/>	Call Back Elig: <input type="button" value="Show All Values"/>	Country: <input type="button" value="Show All Values"/>
E Shift Prem Elig: <input type="button" value="Show All Values"/>	E Shift Prem Rate: <input type="button" value="Show All Values"/>	EE Time Mngt. Status: <input type="button" value="Show All Values"/>
Emergency Position: <input type="button" value="Show All Values"/>	Employee Group: <input type="button" value="Show All Values"/>	Employee Name: <input type="button" value="Show All Values"/>
Employee Subgroup: <input type="button" value="Show All Values"/>	Employee: <input type="button" value="#"/>	Essential Position: <input type="button" value="Show All Values"/>
Funding Source: <input type="button" value="Show All Values"/>	Hol Elig: <input type="button" value="Show All Values"/>	Hol Immed Payout: <input type="button" value="Show All Values"/>
Hol Payout Pd: <input type="button" value="Show All Values"/>	Hol Prem Elig: <input type="button" value="Show All Values"/>	Holiday Prem Rate: <input type="button" value="Show All Values"/>
Job Branch: <input type="button" value="Show All Values"/>	Job Country: <input type="button" value="Show All Values"/>	Job ESG CAP: <input type="button" value="Show All Values"/>
Job Family: <input type="button" value="Show All Values"/>	Job Pay Area: <input type="button" value="Show All Values"/>	Job Pay Group: <input type="button" value="Show All Values"/>
Job Pay Level: <input type="button" value="Show All Values"/>	Job Pay Type: <input type="button" value="Show All Values"/>	Job: <input type="button" value="Show All Values"/>
Key Figures: <input type="button" value="Show All Values"/>	Key Position: <input type="button" value="Show All Values"/>	NS Prem Elig: <input type="button" value="Show All Values"/>
NS Prem Rate: <input type="button" value="Show All Values"/>	OT Elig: <input type="button" value="Show All Values"/>	OT Immed Payout: <input type="button" value="Show All Values"/>
OT Payout Pd: <input type="button" value="Show All Values"/>	On Call Comp Accr: <input type="button" value="Show All Values"/>	On Call Elig: <input type="button" value="Show All Values"/>
On Call Rate: <input type="button" value="Show All Values"/>	Org Unit: <input type="button" value="Show All Values"/>	PMIS 15-Digit Positi: <input type="button" value="Show All Values"/>
Personnel Subarea: <input type="button" value="Show All Values"/>	Pos City: <input type="button" value="Show All Values"/>	Pos Country: <input type="button" value="Show All Values"/>
Pos County: <input type="button" value="Show All Values"/>	Pos ESG CAP: <input type="button" value="Show All Values"/>	Position Chief: <input type="button" value="Show All Values"/>
Position Pay Area: <input type="button" value="Show All Values"/>	Position Pay Group: <input type="button" value="Show All Values"/>	Position Pay Level: <input type="button" value="Show All Values"/>
Position Pay Type: <input type="button" value="Show All Values"/>	Position Vacant: <input type="button" value="Show All Values"/>	Position: <input type="button" value="62000000 - 64999999"/>
SOC Code: <input type="button" value="Show All Values"/>	State: <input type="button" value="Show All Values"/>	Supervising Employee: <input type="button" value="Show All Values"/>
Supervising Position: <input type="button" value="Show All Values"/>	Valid From: <input type="button" value="Show All Values"/>	Valid To: <input type="button" value="Show All Values"/>
Wknd Shift Prem Elig: <input type="button" value="Show All Values"/>	Wknd Shift Prem Rate: <input type="button" value="Show All Values"/>	Work Schedule Rule: <input type="button" value="Show All Values"/>
Working Week: <input type="button" value="Show All Values"/>		

Columns	Business area <input type="button" value="↕"/>	Org Unit <input type="button" value="↕"/>	Position <input type="button" value="↕"/>	PMIS 15-Digit Positi <input type="button" value="↕"/>	Employee <input type="button" value="↕"/>	Employee Name <input type="button" value="↕"/>
Rows						
<input type="checkbox"/> Calendar Year/Month						
<input type="checkbox"/> Key Figures						
<input type="checkbox"/> Business area						
<input type="checkbox"/> Org Unit						
<input type="checkbox"/> Position						
<input type="checkbox"/> PMIS 15-Digit Positi						
<input type="checkbox"/> Employee						
<input type="checkbox"/> Employee Name						

Correction	20006406	COR SO DS2 PRI DIR AS	60056868	Budget Analyst III	454000000010005	1276015	TRUE, N
			60056890	Technology Support Analyst	454000000010039	418941	MOULD, WILLIAM
			60056905	Technology Support Analyst	454000000010063	841568	CUMMINGS, JUDY
			60064407	Correctional Planner II	454011000011004	1441859	PRICE, CHARLOTTE
	20006412	COR SO DS2 PRI DIR AS BO Training Instr	60056877	Information Processing Technician	454000000010023	1245791	ADCOCK, LYNNE
			60056878	Correction Training Specialist II	454000000010024	1072248	DENTON, MARTHA

Additional options for filtering the report are now available. Note that the values on which you may filter are based on the values shown on the existing report.



BI Reporting Job Aid

Position Eligibility Settings

Personnel Subarea:

Pos County:

Position Pay Area:

Position Pay Type:

SOC Code:

Supervising Position:

Wknd Shift Prem Elig:

Working Week:

2. Click the **Close** button to hide the filter screen or click **Variable Screen** to keep your filter settings and go back and choose another Org Unit (or other selection criteria on the Variable Screen).

Key BI Points to Remember:

- Do not use the Back button on the browser to go back. (Instead use “Back One Navigation Step”.)
- BI Reports sort from the left to right.
- Columns can be removed by dragging up and dropping in the dark blue area.

APPENDIX

The description of each field on the report is as follows:

Business area	Agency
Org Unit	Organizational Unit
Position	Position number and Title
PMIS 15-digit Position	PMIS Position number
Employee	Employee Personnel Number
Employee Name	Employee Last and First name
Supervising Position	Position number of supervisor
Supervising Employee	Personnel number and name of Supervisor
Employee Subgroup	Employee subgroup of the employee (for FLSA determination purposes)
Work Schedule Rule	Schedule that defines a repeating cycle of work days and their planned hours
Working Week	Overtime period



BI Reporting Job Aid

Position Eligibility Settings

EE Time Mngt Status	Designates employee as Positive or Negative for time reporting
Personnel Subarea	Determines which holiday calendar applies to employee
OT Elig	Overtime eligibility flag – X = eligible, # = not eligible If eligible, one of the next two fields should be populated
OT Immed Payout	X = payout OT immediately, # = accrue OT Comp
OT Payout Pd	Number of days to age OT Comp before paying out
Hol Elig	Holiday Comp eligibility flag – X = eligible, # = not eligible If eligible, one of the next two fields should be populated
Hol Immed Payout	X = payout Holiday Comp immediately, # = accrue Holiday Comp
Hol Payout Pd	Number of days to age Holiday Comp before paying out
Hol Prem Elig	All employees are eligible, even without this setting
Holiday Prem Rate	Holiday premium rate, if different from 10%
NS Prem Elig	Night Shift Premium eligibility flag – X = eligible, # = not eligible
NS Prem Rate	Percentage representing Night Shift Premium rate
E Shift Prem Elig	Evening Shift Premium eligibility flag – X = eligible, # = not eligible
E Shift Prem Rate	Percentage representing Evening Shift Premium rate
Wknd Shift Prem Elig	Weekend Shift Premium eligibility flag – X = eligible, # = not eligible
Wknd Shift Prem Rate	Percentage representing Weekend Shift Premium rate
On Call Elig	On-Call eligibility flag – X = eligible, # = not eligible
On Call Comp Accr	On-Call Comp Accrual flag – X = indication that On-Call compensation will be accrued as On-Call Comp Leave; # = immediate pay for On-Call compensation
On Call Rate	Hourly rate at which On-Call time is to be paid
Call Back Elig	Callback eligibility flag – X = eligible, # = not eligible



BI Reporting Job Aid

Position Eligibility Settings

Call Back Accr	Callback Accrual flag – X = indication that Callback compensation will be accrued as OT Comp Leave; # = immediate pay for Callback compensation
Gap Hours Eligibility	Gap Hours eligibility flag – X = eligible, # = not eligible
Gap Hours Payout Paid	Number of days to age Gap Hours Comp before paying out
Number of Positions	Dynamic position count – will always be “1” unless the position detail is removed